



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Community Outreach Coordinator
Department: Juvenile Justice
FLSA Status: Non-Exempt
WC Code: 8810
Effective Date: November 2, 2018
Last Revised: October 2, 2018
Pay Grade: A14
Union: AFSCME

SUMMARY

Under the supervision of the Prevention and Treatment Services Manager, the Community Outreach Coordinator serves as a catalyst in the community for partnership development and coalition building. Responsible for activities to achieve the goals of the County's Prevention Plan that includes Alcohol, Tobacco and Other Drug (ATOD) Prevention and Problem Gambling Prevention. The primary focus is to be a resource and to coordinate, mobilize, and sustain community prevention efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Works with community coalitions and prevention providers to strengthen local coalition efforts around reducing ATODG use among youth and abuse among adults.
2. Partner with other community groups and organizations, including but not limited to, schools, community corrections, juvenile justice and other related organization to perform education and outreach to potentially at-risk populations for alcohol and drug abuse in order to educate those groups around substance abuse treatment and recovery topics tailored to the individual groups' needs, in order to educate the broader community on these issues as well as begin the process of promoting potential initiation and engagement in treatment services within these populations
3. Partner with healthcare providers and other social service partners, who provide screening for the presence of behavioral health conditions, to facilitate access to appropriate services.
4. Implement local Strategic Prevention Framework (SPF) and environmental strategies within the county. Communicates and interprets Federal, State, and Local ATOD data.
5. Implement Tobacco Prevention and Education activities in the following areas: Facilitation of Community Partnerships, Creating Tobacco-Free Environments, Countering Pro-Tobacco Influences, Promoting Quitting among Adults and Youth, Enforcement, Reducing the Burden of Tobacco-Related Chronic Disease.

6. Researches and assists in application for grants to support and sustain county and coalition efforts for ATOD, Problem Gambling, and other prevention programs and interests. Determines appropriate community partners and staff involvement, convenes and facilitates meetings, and develops necessary proposals.
7. Provides supports around prevention efforts by acting as a conduit for coalitions and community groups to join local efforts. Encourages shared responsibility for local community outcomes.
8. Participates in program specific trainings and updates as needed. Drafts and recommends program specific policies and procedures.
9. Plans and conducts necessary training on topics related to tobacco prevention to community
10. Writes program goals and objectives, evaluation plans and submits required reports according to time lines.
11. Assists in obtaining and maintaining program funding by researching funding sources and grant writing.
12. Work with public to educate and inform on County and regional resources for smoking cessation.
13. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Knowledge Of: Principals of substance abuse prevention, coalition building, assessment, planning, capacity and community development, systems development, program evaluation and community organization. Human service delivery as it relates to children, youth and families, federal, state and local regulations relating to fiscal and social services along with community resources and programs.

Ability To: Establish and maintain records, reports, statistical data, effectively coordinate a variety of established policies and procedures, establish new policies when applicable, use initiative and judgment in completing tasks and responsibilities, Involve individuals and community partners and community at large to achieve objectives.

Skill In: Community partnering with both youth and adults, facilitation, convening, network building, resource development, managing performance measurement systems, leadership, public speaking skills and the ability to communicate verbally and in writing with a wide variety of people. Gathering assembling, analyzing and disbursing data for system planning and development. Monitoring fiscal record keeping and overseeing contracts for compliance.

Guidelines: Work is performed within federal and state laws, regulations and ordinances that govern children and youth services, county policies and procedures, Juvenile Justice / Prevention policies and procedures and audit, research statistical and data collection reference materials. Employee uses initiative and judgment in choosing between alternative guidelines and is involved in assisting the Josephine County Juvenile Justice / Prevention in establishing new policies and procedures.

EDUCATION AND EXPERIENCE

Bachelor's degree and two years related experience and/or training; Possession of or ability to obtain within six-months, accreditation as a Certified Prevention Specialist. Experience working on state or federal grants and two years of relevant experience in alcohol, other drugs, and problem gambling prevention work, or any satisfactory combination of education, experience, and training which demonstrates the knowledge, abilities, and skills.

JOB IMPACT

The consequences of error could include public embarrassment and/or loss of or reduction of federal, state and local funds due to failure to comply with applicable laws, guidelines, and submission of timely and/or accurate reports.

JOB CONTACTS

Contacts are with community agency coalitions, faith-based community groups, non-profit organizations, schools and school boards, the public (youth and adults), groups and organizations working together to promote healthy lifestyles.

LANGUAGE SKILLS

Ability to communicate effectively both verbally including facilitation of groups and in writing; establish and maintain effective working relationships with other employees and the public; read and interpret research documents, data, and documents such as requests for funding applications effectively.

MATHEMATICAL SKILLS

Ability to work with concepts such as probability and statistical inference, as well as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES

Ability to exercise good judgment and common sense in the application of established policies and procedures; maintain records and prepare accurate reports.

OTHER SKILLS AND ABILITIES

Ability to use a desktop computer, including the Microsoft Office Suite Professional Edition of software. 10 key calculator; Input required reports into State of Oregon and federal database reporting systems. Type 40 WPM; Ability to facilitate meetings using Roberts Rules of Order. Ability to drive and travel statewide, including air travel.

CERTIFICATES, LICENSES, REGISTRATIONS

Within six-months of employment as the Community Outreach Coordinator, provide the documentation as a Certified Prevention Specialist. Possession of valid ODL, proof of auto liability insurance, and safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Work is performed in both an office environment and in the community. Will meet with community members in a variety of locations throughout the county and state. Requires regular attendance at evening meetings and occasional weekends. Driving for long distances and statewide/out-of-state travel is required.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe: Taking minutes, tape recorder, headphones			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>